

## Venturing Crew Positions

**Crew President:** Leads the Crew. Specifically:

- Serves as youth leader of the crew
- Implements the crew program in cooperation with officers and members
- Works closely with Advisors and other adult leaders in a spirit of partnership
- Leads the recruiting and admission of new members during the year
- Represents the crew at Teen Leaders' Council (TLC) meetings and council TLC program planning conference and is available to report to the chartered organization and parents' committee
- Appoints youth chairs for special projects and appoints special crew officers
- Presents the annual report to the chartered organization at the conclusion of the term of office
- Assesses on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively
- Conducts opening and closing ceremonies for special occasions as scheduled
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

**Vice President:** Assists the President. Specifically:

- Assumes the responsibilities of the crew president in his or her absence
- Maintains crew advancement chart and reviews individual progress at each meeting
- Organizes and recognizes the achievements of crew members
- Serves as the program officer of the crew and, in that position, arranges the program planning process for the crew
- Assists to create the annual activity schedule
- Determines the interests of the crew members on an ongoing basis
- Provides support for the chair and committee for each activity
- Maintains an up-to-date calendar of crew meetings and activities
- Approaches and encourages others to approach Venturing activities in a spirit of fun and enjoyment

**Secretary:** Communication Officer. Specifically:

- Serves as the communications officer and, in that position, manages all communications and publicity for the crew
- Maintains crew membership and attendance records
- Handles crew correspondence and minutes
- Coordinates crew publicity through local media, crew newsletters, etc.
- Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the publicity and communications of the crew

**Treasurer:** Financial Officer. Specifically:

- Serves as the financial officer and, in that position, maintains financial records and monitors the crew budget
- Collects and disburses crew funds
- Communicates with the officers and members on a regular basis to keep them informed about the crew's finances
- Approaches Venturing in a spirit of fun, and spreads this spirit in carrying out the treasurer's responsibilities